



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: RECREATION SUPERVISOR	PAY RANGE: \$44,605-\$65,000*	CLASSIFICATION/ GRADE: A-6	EEOC Admin.
LOCATION: Parks and Recreation Department Town Hall	APPLY BY: August 8, 2008	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

ESSENTIAL FUNCTIONS:

- Develops schedules, directs, and evaluates diversified recreational, cultural and educational programs.
- Meets with individuals, community groups, school personnel and advisory groups to assure that programs and activities are meeting the needs of the community.
- Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation.
- Prepares statistical and narrative reports.
- Recruits, hires, trains, supervises and evaluates and disciplines assigned part time, seasonal and contractual staff members and volunteers, and recommends employment, training and development actions.
- Assigns work to seasonal, contractual, and part-time program staff. Compiles staff training manuals.
- Responsible for revenue management, developing budget projections and monitoring revenues/expenditures for assigned programs, including specifying and purchasing materials and supplies.
- Assists clerical staff with computerized program registration, rosters, mailings, lottery procedures, and collection of fees.
- Prepares grant applications and sponsorship requests to enhance recreation programs.
- Collaborates, communicates, and assists in scheduling use of facilities with other Town departments, civic groups, sport leagues, and schools.
- Marketing and promotion of programs through advertising, including the creation of seasonal brochures, news releases, flyers, pamphlets and all public relation materials.

MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with:

- Bachelor's Degree in Recreation Management, or closely related field, and
- Two (2) years related experience, year round or seasonal, which preferably includes some administrative and/or supervisory responsibility.
- Must be at least 21 years of age

* *Salary dependent on education/experience; however, anticipated to be at lower end of range.*

See attached Job Description for other duties and qualifications.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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